

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6111

POSITION VACANCY ANNOUNCEMENT #13-068 OPENING DATE: 22 May 2013 CLOSING DATE: 20 June 2013

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: X ARMY NATIONAL GUARD AIR NATIONAL GUARD

POSITION TITLE: EQUIP REC/PARTS SGT (ADMIN NCO) (92A2O) HIGHEST GRADE AUTHORIZED SGT/E5

ORGANIZATION AND LOCATION: 1729TH FSMC, 301 OLD BAY LANE, HAVRE DE GRACE, MARYLAND 21078

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT AGR SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR OF THE MARYLAND ARMY NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none">1. Must be in a Ready Reserve status.2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55th birthday.3. Must not be under current suspension of favorable personnel actions.4. Must not be entitled to receive Federal military retired or retainer pay.5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD.6. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.8. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.	<ol style="list-style-type: none">1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18.2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.3. Must not be pregnant per AR 40-501 and AR 600-110.4. Must meet the body composition standards prescribed in AR 600-9.5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry.6. Must be able to complete the Military Education requirements commensurate with the military grade.7. Enlisted Soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(F) 2a: SSG and above not MOSQ may apply, (unless job stipulates otherwise), but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT.8. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26.	<ol style="list-style-type: none">1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18.2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months.3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.5. Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule <u>through their current Command</u> to be approved by the <u>Chief of Staff (CoS)</u>.6. Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet.7. A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.

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DESCRIPTION OF DUTIES: Administrative NCO for the unit. Responsible for the timely processing of OERs, NCOERS, and awards; updates personnel rosters; manages correspondence and classified mail; maintains status reports; manages equipment and supplies within the unit. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Assist in the preparations, updating, and coordinating of request for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and reconsideration for promotion and arranges for promotion ceremonies Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors request for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty travel and travel, personnel processing, security clearance processing, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, and legal actions. Interprets and reconciles SIDPERS generated reports pertinent to unit level, determines reportable changes, category, duty status code and other documentation required for and requests SIDPERS transactions. Assist in the preparation of personnel accounting and strength management. Applies knowledge of provisions and limitations of Freedom of Information Act and Privacy Acts. Requisitions and maintains office supplies. Types military and non military correspondence in draft and final copy. Prepares and maintains functional files per ARIMS, prepares and submits pay documents. Works with other assigned full time support personnel to care for, clean and maintain the National Guard Armory, including lawn care and general user maintenance. Performs other duties and assigned.

QUALIFICATIONS REQUIRED: **MOS 92A20.** Physical demands rating of very heavy. Physical profile of 222222. Qualifying scores: a minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002; a minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004; a minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 Jul 2004. Normal color vision. Applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must have a working knowledge of automated office procedures. Must possess a valid security clearance required for the grade, MOS/AOC and AGR duty position.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
5. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
6. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
7. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.
8. If already in the AGR program, applicants in grade SFC/E7 not MOSQ may apply but must take a reduction to SSG and submit a memo with their application stating they are willing to take a grade reduction to SSG in accordance with AR 611-21.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. NGB Form 34-1, signed, dated and annotated job number and email contact information.
2. Selected individual must have a current Periodic Health Assessment (PHA) and HIV Test.
3. Signed certified copy of **updated** DA Form 2-1- **OR** - **updated** Enlisted Record Brief (ERB)/Officer Record Brief (ORB).
4. **Updated** Personnel Qualification Record (PQR).
5. Five latest NCOERs/OERs and as available for junior Soldier/NCO applicants. (Gaps in rating periods **MUST** be explained by in writing.)
6. Letter of recommendation / performance evaluation on individuals not requiring an NCOER/OER.
7. Personal photograph in Class A uniform (E5 and below), DA photo in Class A uniform (E6 and above, no more than 5 years old).
8. All Soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females).
9. All Soldiers must have documentation showing they meet current Army Physical Fitness retention standards IAW AR 40-501; provide DA Form 705 showing a current APFT, not more than 6 months old AGR members and 12 months for traditional members.
10. DA 3349 must be submitted for Soldiers with Permanent Profiles.
11. Unit memo or documentation verifying no Flagging Actions.
12. **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a) Retirement Points History Statement (NGB Form 23)
 - b) Provide **all** DD Form 214s. (**Long version copies 2, 4, 7, or 8**)
13. Forward application and attachments to: **Human Resources Office**
ATTN: MDNG-HRO-AGR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288
14. Application screening will be made without regard to race, religion, color, gender, or national origin.
15. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
16. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
17. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-100 for Officer, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.

BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED.